



## Residential & Commercial Rental Certificate of Use Applications

City of Lauderhill

Business Tax Division

Address: 5581 W. Oakland Park Blvd, Lauderhill, FL 33313

Phone: 954-730-3030

E-mail questions to: [customer\\_service@lauderdale-fl.gov](mailto:customer_service@lauderdale-fl.gov)

Before an applicant can obtain a Local Business tax Receipt a \$55.13 processing fee in addition to the current year's Business Tax Fees must be paid and inspections must be scheduled at the time the application is submitted.

### Application Check List

The following documents must accompany application or it will NOT be accepted.

- Copy of State Issued Driver's License, picture identification, passport, etc.
- Articles of Incorporation, Fictitious Name Certificate, as applicable

The following is included as part of this application for informational purposes.

City of Lauderhill, Land Development Regulations,  
Schedule M. Minimum Housing Quality Standards  
Top 10 Code Violations

**\*\*Residential Rentals: Rooming houses are not permitted\*\***

### Rental Property Business Tax Fees Include:

- \$27.56 – Business Development Fee
- \$17.87– Owner of Rental Property per unit, bay, bed etc. Residential Rental – Minimum **Housing Inspection fees will also apply**
- \$187.43 Min. Housing Insp. (1-10 units) fee per unit
- \$110.25 Min. Housing Insp. (11-99 units) fee per unit, per parcel.
- \$77.18 Min. Housing Insp. (100 or more units) fee per unit, per parcel. Fire Fees when applicable will also apply.

## TOP 10 CODE VIOLATIONS

- #1 **Yard Maintenance Standards:** Lawn & Swale areas must be maintained. Deteriorated areas must be re-sod.
- #2 **Building Maintenance Standards:** Building, doors, roofs, shutters and wood trim must be free of faded/chipped paint and discolorations. If these conditions occur, the area must be cleaned or painted. Note that painting of buildings may require a free permit from the Building Department.
- #3 **Pools:** Pools must be maintained in a clean & sanitary condition to prevent it from becoming breeding ground for insects, rodents, and reptiles.
- #4 **Address Numbers:** Address numbers must be clearly posted on all buildings in the city. The numbers must be at least three inches in height, must be of a contrasting color and must be clearly visible from the roadway.
- #5 **Fences, Walls, Hedges:** Fences and walls must be maintained in a good state of repair, free from damage, deterioration and discoloration.
- #6 **Trash & Debris:** Trash & debris cannot be left in view of the public and must be disposed of properly.
- #7 **Occupational Licenses:** Prior to entering into or conducting business activities in the City, a Certificate of Use must be obtained.
- #8 **Signage:** Certain signs may be permitted with a sign permit. Contact customer service for further information.
- #9 **Abandoned Vehicles/Repairs:** Any vehicle on public or private property that does not display a current tag is considered to be abandoned. These vehicles will be posted with a five day notice, and then will be towed if a current tag is not placed on the vehicle or the vehicle is not removed from the city.
- #10 **Parking Regulations:** Vehicles may only park on paved areas of private property. Parking is prohibited on front, side and rear yard areas. Parking on the swale is permitted with the abutting property owner's permission. Parking portion of a vehicle on the roadway is prohibited.

## Housing Quality Standards (HQS) for Residential Rental Inspections

### General Room Standards

- Electrical Hazards
- Security
- Window condition
- Wall condition
- Ceiling condition
- Floor condition
- Interior paint

### Living Room

- Electricity – at least two working outlets, or one working outlet and one working light fixture.
- Window condition – windows free of signs of severe deterioration or missing or broken out panes.
- Ceiling – ceiling condition sound and free from hazardous defects.
- Floor condition – sound and free of hazardous defects.

### Kitchen

- Electricity – at least one working outlet and one working, permanently installed light fixture.
- Working oven and Stove/Range – working oven, and a stove (or range) with top burners that work. If no working oven present, a microwave oven is present.
- Working refrigerator that maintains a temperature low enough so that food does not spoil over a reasonable period of time.
- Sink – with hot and cold running water.
- Storage and Preparation of Food – space to store and prepare food.

### Bathroom

- Electricity – at least one permanently installed light fixture.
- Working toilet in the unit for the exclusive private use of the tenant – flush toilet in enclosed room in unit.
- Fixed washbasin or lavatory in unit-permanently installed washbasin with hot and cold running water in the unit.
- Tub or shower in unit – working tub or shower with hot and cold running water in the unit.
- Ventilation – operable windows or working vent system.

### Other rooms used for living

- Electricity/illumination – two working outlets or one working outlet and one working permanently installed light fixture.
- Second bathroom
- All secondary rooms
- Electrical hazards
- Security – all windows and doors that are accessible from the outside are lockable.
- Smoke detectors –working smoke detector on each level that meet requirements of NFPA 74. If the unit is occupied by the hearing impaired, there is an alarm system connected to the smoke detector.

## Housing Quality Standards (HQS) continued...

### Building Exterior

- Foundation – sound and free from hazards.
- Stairs, porches, railings - sound and free from hazards.
- Roofs and gutters and downspouts - sound and free from hazards.
- Exterior walls (including chimney) - sound and free from hazards.
- Exterior paint is free of deteriorated paints.

### Plumbing and Heating

- Heating requirements – capable of providing adequate heat (either direct or indirectly) to all rooms used for living.
- Safety and heating equipment – unit is free from unvented fuel burning space heaters or any other types of unsafe heating conditions.
- Ventilation and adequacy of cooling by means of operable window and/or working cooling system.
- Water heaters – located and equipped, and installed in a safe manner.
- Water supply - the unit is served by an approvable public or private sanitary water supply.
- Plumbing – free from major leaks or corrosion that caused serious and persistent levels of rust or contamination of the drinking water.
- Sewer connection – plumbing connected to an approvable public or private sanitary water supply.

### General Health and Safety

- Access to unit – unit can be entered without having to go through another unit.
- Exits – acceptable fire exit that is not blocked.
- Infestation – unit is free from rats or severe infestation by mice or vermin.
- Garbage and debris
- Refuse disposal – adequate covered facilities for temporary storage and disposal of food wastes, and are approvable by a local agency.
- Interior stairs and common halls are free from hazards.
- Other interior hazards
- Elevators – current inspection certificate
- Interior air quality – unit must be free from abnormally high levels of air pollution from vehicular exhaust, sewer gas, fuel, gas, dust, or other pollutants.

COU App# \_\_\_\_\_

☐ **NEW BUSINESS**  
(OPENING DATE) \_\_\_\_\_

☐ **EXISTING BUSINESS**  
(DATE ESTABLISHED) \_\_\_\_\_

☐ **CHANGE OF OWNERSHIP:**

☐ **BUSINESS NAME CHANGE**  
Please check all that may apply

☐ **Processing Fee \$55.13**  
Non –refundable  
☐ **Notary Services \$10.00**

Staff Initials \_\_\_\_\_



### Rental Certificate of Use Application

#### Business / Property Information

**Business Name/Property Owner's Name (Last Name, First Name):** \_\_\_\_\_

**Rental Property Address:** \_\_\_\_\_

**Number of units/bays:** \_\_\_\_\_ Residential Rentals – How many non-related adults per unit? \_\_\_\_\_

**Is this a group home or assisted living facility?** (Circle one) **YES NO**

**Business Telephone Number:** \_\_\_\_\_

**Business Email:** \_\_\_\_\_

**Is the business MWBE (Minority Business Women Enterprise) certified?** **YES NO**

**Is this a Section 8 Rental Unit?** **YES NO** If yes, name of Housing Authority: \_\_\_\_\_

#### Contact Information

**Applicant/Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Applicant Email Address:** \_\_\_\_\_

**Applicant Telephone Number:** \_\_\_\_\_

**Relationship of Applicant to Business:** \_\_\_\_\_

**Authorized to Act on behalf of the business?** **YES NO** (Provide documentation, if applicable)

Please read the section below carefully before signing

I hereby acknowledge and affirm that I have candidly and fully identified all uses that are to be operated from the above described address, and that only the use(s) identified in this application shall operate from said address. I further acknowledge that the failure to candidly, accurately and fully identify all uses that are to be operated from the above described address is grounds for a civil penalty and will result in the immediate denial or revocation of my certificate of use and closure of my business.

I also understand that the operation of any use other than the use(s) identified above is grounds for the immediate denial or revocation of the Certificate of Use. I further understand that if there are any changes in the operation of my business as stated in this affidavit(s) subsequent to the opening of my business, that I will agree to file the necessary application(s) and affidavit(s) and seek prior approval from the City of Lauderhill for any such changes. Failure to obtain the necessary prior approval will result in the immediate revocation of my certificate of use and closure of my business.

I further understand that the issuance of a Local Business Tax receipt is contingent on the approval of a Certificate of Use and in compliance with all building and zoning ordinances of the City of Lauderhill, and that this compliance must be maintained. Failure to maintain compliance will be cause of revocation of the Certificate of Use. **Please be advised that the business is not allowed to open for business until a Certificate of Use has been approved by the City of Lauderhill and a Local Business Tax has been issued. The business is subject to immediate closure without notice if the terms stated herein are violated.**

If a background investigation of any applicant for a Certificate of Use or Local Business Tax Receipt is required, as pursuant to the Code or Ordinances, Chapter 12, Business Regulation, the applicant shall be required to reimburse the City for the cost of the investigation prior to the issuance of the Certificate of Use or Local Business Tax Receipt, alternatively, if a background investigation of applicant results in the denial or revocation of a Certificate of Use or Local Business Tax Receipt, said applicant or business owner shall be required to reimburse the City for the costs of the investigation.

I, understand that all signage related to my business is subject to Schedule 1 of the Lauderhill Land Development Regulations and generally requires city approval and a permit before it can be legally placed on or in my business.

I additionally acknowledge that both the Certificate of Use and the Local Business Tax Receipt expire September 30th of each year and must be renewed by this date; otherwise, the City of Lauderhill will undertake such actions as is specified in the Code of Ordinances. **As such, on October 1st a 10% penalty will be assessed, an additional 5% on November 1st, 5% December 1st and 5% on January 1st of the fiscal year.**

By signing below I acknowledge that pursuant to Code Section 12-50, if payment for all local business taxes, fees and penalties due are not received in full by December 1, a lien shall be filed against the subject property, the person and/or both as applicable and shall be recorded in the Official Records of Broward County, Florida. I further acknowledge that pursuant to Florida Statutes, 205.053, 166.201, and Code 12-50; I am responsible for any unpaid balance in addition to all collection fees, attorney fees, and administrative fees necessary for collection efforts regarding my lien.

**By signing this application, I understand that if the rental property is sold or transferred, I am responsible for notifying the City of Lauderhill, Business Tax Division in writing of the change of ownership. In addition, I must provide proof of ownership change and I understand that I will be responsible for all Local Business Tax fees owed on the account.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS DOCUMENT MUST BE NOTARIZED**

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_,

By \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_, Notary Public Commission No. \_\_\_\_\_

Signature of Notary Public

Name of Notary Typed, Printed, or Stamped

## Fire Department Fire & Safety Inspection Fees

To ensure that your occupancy is in compliance with the Florida Fire Prevention Code an initial fire safety inspection will be conducted. The Fire Department also conducts annual fire safety inspections on all multi-family residential occupancies and businesses excluding duplex and single family homes.

The following fees will be assigned to each business license inspection and associated address. Please check off the appropriate system type and number of systems. For Commercial businesses other than residential rentals you must provide your leased square footage. **For residential rental units you must provide the number of rental units. City Ordinance 6-11 (e). This information is required at the time of application. All information will be verified during the fire safety inspections.** Questions can be directed to the Lauderhill Fire Prevention Bureau @ 954-730-2950.

### Complete the following information:

Commercial Square Feet: \_\_\_\_\_  
(F01) \$155.43 for the first 1000 square feet and \$ 4.09 per each additional 1000 square feet

Residential Number of Units: \_\_\_\_\_  
(F02) \$109.97 or \$5.85per unit

Fire Hose Standpipe System: \_\_\_\_\_  
(F03) \$109.97 per system

Fire Alarm System: \_\_\_\_\_  
(F05) \$109.97 per system

Smoke Evacuation System: \_\_\_\_\_  
(F06) \$109.97 per system

Fire Suppression System: \_\_\_\_\_  
(F07) \$109.97 per system

Automatic External Defibrillator AED: \_\_\_\_\_  
(F08) \$27.56 per system

City Ordinance Sec. 9-77. – Automated defibrillator devices required. Automated external defibrillator devices shall be installed in the following businesses located within the geographical boundaries of the city: (a) Nursing homes and other related health care facilities that are required to be licensed under Florida Statutes, Chapter 400, as may be amended from time to time, and that have offices, facilities or operations within the city. This shall include, but not necessarily be limited to, nursing homes, assisted living facilities, adult day care centers, and health care clinics.

(b) Gymnasiums, fitness centers and indoor recreational centers in excess of one thousand five hundred (1,500) square feet.